

13th Judicial Circuit

Callaway County

Job Title:

Part-Time Program Assistant

Salary Range:

\$10.00 hourly

Location:

Callaway County Juvenile Office, 2800 Cardinal Dr, Ste A, PO Box 465, Fulton, MO 65251

Duties:

Seeking highly motivated individual to supervise, monitor, tutor, transport juveniles, serve subpoenas, copy discovery, work with victims of juvenile crime and complete filing. Will also assist Deputy Juvenile Officers, Legal Counsel and/or Clerical within the office.

Qualifications:

Applicants must be a high school graduate or equivalent with at least one year of responsible work experience or two years of general college work. Computer skills are required. All applicants must have a valid driver's license and be at least 21 years of age.

Additional Information:

This is a county funded positions. Position is available for 15-25 hours per week.

How to Apply:

Applications are available at: <http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Submit resume and application by mail to:

Kirsten Lange-Kerns, Supervisor
Family Court Services – Juvenile Division
2800 Cardinal Dr, Ste A
PO Box 465
Fulton, MO 65251

Or e-mail to: CWY-Jobs-Juvenile@courts.mo.gov

Closing Date: October 14, 2016, or until position is filled.

*Callaway County Circuit Court is an Equal Opportunity Employer.
In compliance with the Americans with Disabilities Act, the court will provide
reasonable accommodations to qualified individuals with disabilities.*